

Church Lawton School

Procedure for Annual Review Policy

Issue date:	September 2018
Agreed by Governors:	September 2018

Definitions

An Education and Health Care Plan (EHCP) is a legal document which sets out a student's education, health and care needs and identifies any additional help that the student should receive. The aim of the EHCP is to make sure that the student gets the correct and appropriate support across their education, health and social care.

Procedure

The SEND Manager chairs Annual Reviews.

The SEND Manager invites the following people to the Annual Review/EHCP meeting: -

- the student
- the parent(s)/carer(s)
- the SEN Case Officer and/or EHCP Coordinator from the Local Authority
- the social worker (if involved)
- tutor and/or learning mentor
- the Multi-Agency Support Team (MAST) (if appropriate)
- Educational Psychologist
- Speech and Language Therapist
- Occupational Therapist
- Other external agencies, e.g.
- Careers
- Youth Offending Team
- Outreach Workers
- Education Welfare Officers (EWO)
- Autism Spectrum Service for Information, Support and Training (ASSIST)
- Autism Spectrum Disorder (ASD) Advisory Teachers
- Reintegration Services
- Help for Families

Timescales for Annual EHC Review

Step	What happens?	Timescale
1	SEND Manager holds meeting with tutor/ learning mentor(s) and subject teachers to agree the breaking down of the objectives into Specific, Measureable, Achievable, Relevant, and Time-bound (SMART) targets.	6-8 weeks before the Annual Review
2	SEND Manager sends letter of invitation to student's parent(s)/carer(s) to attend Annual Review (- where possible letter is emailed home). Letter includes the parent(s)/carer(s) feedback form. CE families will be sent a copy of the EHCP annotated by the class team. This will include student views. Staffs and SOT families will have a copy of the EHCP annotated by the class team, this will include student	6 weeks before Annual Review
3	SEND Manager emails invitation to attend Annual Review meeting to SEN Case Officer at relevant Local Authority, and other professionals involved (see below).	6 weeks before Annual Review/EHCP Conversion meeting
4	SEND manager circulates completed documents to all invited parties who have not previously received them.	2 weeks before the AR meeting.
5	SEND Admin completes Post-Annual Review report: - to include:- Narrative of Annual Review meeting Changes to Statement/EHCP – <ul style="list-style-type: none"> • Communication and Interaction changes - Speech and Language Therapist, • Sensory, Physical and Motor changes - Occupational Therapist, 	During the Annual Review

	<ul style="list-style-type: none"> • Cognition and Learning changes - Educational Psychologist • Actions <p>The information is projected onto the large screen during the meeting so that all parties are aware of and can come to agreement over the information recorded.</p>	
6	<p>SEND Manager scans all paperwork from Annual Review (see below) and emails to Local Authority.</p> <ul style="list-style-type: none"> • Annual Review • Educational Psychologist's report • Speech and Language Therapist's report • Occupational Therapist's report • Reports from external agencies • Student feedback • Parent feedback 	<p>Within 2 weeks after the Annual Review</p>
7	<p>The My Progress™ Provision Map targets are set and reviewed 3 times a year. Teachers review and input.</p>	<p>3 times a year</p> <ul style="list-style-type: none"> • 2 weeks before October half term in the autumn term • 2 weeks before February half term in the
8	<p>Signed copy of each student's My Progress™ Provision Map is filed in each student's blue My Progress™ folder (-kept in locked cupboard in each student's classroom).</p>	<p>Within 3 weeks after half term.</p>